



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

**JOB VACANCY POSTING**

<b>POSTING #:</b>	040-15	<b>ISSUE DATE:</b>	March 27, 2015
<b>TITLE:</b>	GOVERNMENT REPRESENTATIVE 1	<b>CLOSING DATE:</b>	April 13, 2015
<b>FUNCTION:</b>	<b>STATEWIDE ADMINISTRATOR</b>		
<b>LOCATION:</b>	Department of Children and Families Division of Child Protection & Permanency (DCP&P) 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1		
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	Commensurate with education and experience.
<b>SCOPE OF ELIGIBILITY:</b> Subject to current promotional and hiring restrictions.			

**DESCRIPTION:** Under the supervision of the Deputy Director for Case Practice, the Statewide Administrator will be responsible for the oversight and management of Human Trafficking, Missing Youth, and Domestic Violence program support and policy development. This position will provide field support throughout DCP&P and will be required to travel to sites across the state. The Statewide Administrator will be responsible for coordinating with other divisions and offices within DCF such as Children’s System of Care (CSOC), the Division on Women (DOW), and the Office of Adolescent Services, as well as the Commissioner’s Office. In addition, this position will require coordination with other state Departments, as well as a strong and close working relationship with law enforcement.

This position will also be responsible for providing strong and effective leadership that results in sound programmatic and data driven, administrative policies and practice, while ensuring the delivery of intra and inter-departmental integrated and quality, family and child-centered supports and services. Candidates must have demonstrated experience in case practice focused on engagement, assessment, teaming, concurrent planning and permanency, in addition to strong knowledge and background in Domestic Violence and Human Trafficking, as well as an understanding of trauma informed practice and services.

**REQUIREMENTS**

**EDUCATION:** A Bachelor’s degree from an accredited college or university is required. A Master’s degree in Social Work or related field is preferred.

**EXPERIENCE:** At least six (6) years of social service experience which should include substantive experience in the management and leadership of social service program, three (3) years of which shall have involved management responsibilities, including personnel, policy, and Domestic Violence programs.

**SPECIAL NOTE:** Candidates should have prior supervisory experience, and demonstrate some competency in public speaking as they will be required to represent the Assistant Commissioner and Commissioner at external meetings.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**IMPORTANT NOTICE**

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**Electronic Filing:**

Forward a cover letter and resume electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

**Alternate Filing:**

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Linda M Dobron, Director of Human Resources**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625-0717**